

Western Regional Air Partnership Charter

From: <http://wrapair.org/WRAP/charter/charter.html>

I. General Guidelines for Standing Committees Reporting Directly to the WRAP

- A. All meetings shall be open to the public and should include an opportunity for those members of the public who are observing the meeting to comment on or provide suggestions relevant to the committee's work.
- B. Whenever processes are directed to be stakeholder based, memberships should represent a wide range of social, cultural, economic, geographic, relative population and viewpoints. . .In all cases it may not be possible or appropriate to include each of the categories in stakeholder processes. However, whenever a category is not included, an explanation for the exclusion should be recorded.

. . . Both technical expertise and diversity of viewpoints must be considered. . .to provide equity. It is not expected that each member of a committee be a technical expert in all aspects of the committee's work but rather that all can contribute to the committee's overall goals.

- C. Committee and forum members should consider of representatives from the stakeholder groups identified above. In any instance in which a representative is not a principal of the stakeholder group, the representative must disclose to the WRAP and all other participants, the specific entity being represented. Committee members will communicate freely with their peers and professional associations so that they may adequately represent the views of that segment of the public. Trade groups, professional organizations, etc. may be called on to staff WRAP processes and interest groups.

Part 4. Issue Resolution, Voting, Quorums, Alternates, and Proxy

Section 1. Issues Resolution

- a. It is the intent of WRAP to resolve all issues on a consensus basis. Whenever there is disagreement among members, each member must commit to making all reasonable efforts to achieve consensus. This may include, when time permits, participation in formal consensus building processes.
- b. When consensus cannot be reached, positions of members may be recorded for purposes of the public record.
- c. Voting may be conducted on administrative matters when consensus cannot be reached on such issues. Administrative matters include the election of officers, budget adoption, and other issues related to general management of the organization.

- d. Passage of any matter in which a vote is taken requires the support of two-thirds of the membership of WRAP.

Section 2. Quorum

- a. A quorum at meetings and conference calls shall be the representation from two-thirds of the members.
- b. A vote for determine whether a matter is of administrative nature requires two-thirds of the voting members.
- c. WRAP shall strive to make all decisions on a consensus basis. On administrative matters when voting is necessary, WRAP will follow Robert's Rules of Order.
- d. WRAP may vote by presenting a question either at any meeting or by mail (or facsimile) ballot to all members of WRAP.
- e. The Co-Chairpersons shall submit to all members by express mail or by facsimile any matter being proposed for a vote no fewer than ten days in advance of the meeting at which the vote is scheduled to be take, or the date the mail) facsimile vote is scheduled to be taken.
- f. The Treasurer/Secretary is responsible for taking the meeting minutes and will publish the count of any vote, including abstentions, in the minutes of the meeting.
- g. Upon a motion adopted by a majority of the voting members of WRAP, the Co-Chairpersons may take a roll call vote.

Section 3. Alternates

A WRAP member or designee may designate an alternate that may vote in that member or designee's absence, provided that the member or designee notifies the Co-Chairpersons in writing of the alternate designee's status prior to the meeting. State and federal member designees and alternates must be from the member's organization.